

Series: 1999-2000
Circular Letter: C-4

TO: Superintendents of Schools

FROM: Theodore S. Sergi
Commissioner of Education

DATE: September 14, 1999

SUBJECT: Notification of Appointment of Superintendents and
Acting Superintendents

In 1985, the Connecticut General Assembly passed legislation requiring local and regional boards of education to notify the Commissioner of Education of impending appointments of Superintendents and Acting Superintendents of Schools. Section 10-157 of the Connecticut General Statutes (C.G.S.) states that “. . . no person shall assume the duties and responsibilities of the superintendent until the board receives written confirmation from the commissioner of education that the person to be employed is properly certified.”

Pursuant to Section 10-226 of the C.G.S., the local or regional board of education must submit to the Commissioner of Education the name and address of any person accepting a contract offer as superintendent of schools within seven days after receipt of notice of the candidate's decision to accept the position. The outgoing superintendent should ensure that the Board Chair is aware of this requirement.

Candidates for the superintendent's endorsement (093) should be encouraged to file credentials with the Bureau of Certification and Professional Development as early in the selection process as possible to provide candidates with the time necessary to obtain and present all required documents to the bureau.

A local or regional board of education **MAY**, with the approval of the Commissioner of Education, appoint as acting superintendent a person who is not appropriately certified, for a period not to exceed 90 days. State law contemplates the position of acting superintendent to be of short duration. Extension of approval beyond the 90-day period may be granted only upon a showing of good cause. In this context, please be sure to expedite the process of hiring a new superintendent with the goal of not going beyond the latest extension date.

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The criteria used by the Commissioner for the approval of an acting superintendent of schools is established as follows: the appointee holds the Connecticut intermediate administrator or supervisor endorsement or other appropriate Connecticut administrative certificate.

The local or regional board of education should submit to the Commissioner the name and address of the person to be appointed as acting superintendent of schools as soon as that information is available. The written notification should also include the date of beginning service and specified period of time for the appointment (not to exceed 90 days), the appointee's social security number, and indication of Connecticut intermediate administrative or supervisory endorsement. This information is critical to the prompt processing of the request.

Please refer your questions with reference to the appointment of superintendents and acting superintendents of schools to Hilary E. Freedman, Acting Chief, Bureau of Certification and Professional Development, at (860) 566-4267.

Thank you.

TSS:aha
pc: Chairpersons of Local Boards of Education

